



**EDUCATION AND WORKFORCE DEVELOPMENT CABINET
OFFICE OF VOCATIONAL REHABILITATION**

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Joseph U. Meyer
Acting Secretary

Beth Smith
Executive Director

Date: May 6, 2010

To: All Employees

From: Susie Edwards
HRD Program Administrator

Re: Summer AT and Transition Workshops

The following is the information needed to register for the upcoming Summer AT and Transition Workshops. Supervisor approval is required prior to registration for any training. Approval for training attendance is based on relevance to the employee's job responsibilities and must be listed on the employee's Career Development Plan.

☒ Event Registration:

The following is the registration link for the AT and Transition Summer Workshops scheduled for June 10th and 11th at the E.S. Good Barn (1451 University Drive 40546-0097) on the University of Kentucky Campus. There is no cost to our agency for registration. The online registration and schedule of events are located at: <http://www.ihdi.uky.edu/atworkshop/>

☒ Lodging Details:

Lodging will only be contracted for the nights of June 9th and 10th though the workshops do not end until 4:30 p.m. (EST) on Friday. There will be no exceptions approved for Friday night lodging. The lodging will be contracted with Springhill Suites in Lexington located on Broadway and Red Mile Road (863 S Broadway, Lexington, KY 40508). This hotel is located less than 2 miles from the training site. The lodging will be billed directly to the agency. As with any training it is expected that participants will share rooms unless a private room is needed due to a documented disability. Those who want a private room may register and pay ½ the expense. Employees are also responsible for incidentals charges for use of the hotel telephone, Internet, movies, etc.

☒ Attendance and Lodging Registration for the Agency:

All participants must use this link to register your planned attendance with the agency. This link is also the one to be used in requesting lodging arrangements. The link will be closed automatically as of close of business on May 21, 2010 to allow for time to develop the contract and rooming list required by the hotel. <http://www.surveymonkey.com/s/ATandTransition2010>

☒ Travel Reimbursement:

When filing travel vouchers for reimbursement please use budget template so that it will come from the training funds: EEATDR